

POLLING PLACE ACCESSIBILITY PRINTABLE CHECKLIST

*Print a copy of this checklist to use as a worksheet for each polling location. Once you have completed your worksheet(s), complete and submit your checklist(s) electronically via the Elections eLearning Center. You can find the e-checklist in the eLearning Center by searching for **PPA Checklist**.*

County: _____

Jurisdiction Name: _____

Name of Person Completing Form: _____

Telephone: _____

Email Address: _____

Date: _____

Name of Polling Location: _____

of Precincts Serviced by this Polling Location: _____

Physical Address: _____

Brief Description of Polling Place: _____
(Township Hall, School Church, etc.)

Was a person with a disability advocacy group present during the evaluation of this polling place location?

YES NO

If "Yes," enter the person's name and identify the disability advocacy group:

Name:

Disability Advocacy Group:

SECTION A: PARKING SPACES CHECKLIST

ADA STANDARD	<i>Complies?</i>
<p>A1. If parking is available, count the total number of parking spaces provided for the polling place. Are the minimum number of accessible parking spaces provided, based on the total number of available parking spaces (see table below)?</p> <p>If more than 75, see the ADA Standards for Accessible Design, section 4.1.2, for the number of accessible parking spaces.</p>	<p>YES NO N/A</p>

Total Spaces for Polling Place	Required Minimum Number of Accessible Spaces
1-25	1 van-accessible space w/ min. 96 inch wide access aisle
26-50	1 space w/ min. 60 inch wide access aisle + 1 van-accessible space
51-75	2 spaces w/ min. 60 inch wide access aisle + 1 van-accessible space

A2.	Does each accessible parking space have its own, or share an adjacent access aisle that is least 60 inches (5 feet) wide? [ADA Stds 4.6.3]	YES NO N/A
A3.	Is there at least one van-accessible parking space provided with an access aisle that is at least 96 inches (8 feet) wide or are universal parking spaces provided with a 132 inch (11feet) wide vehicle space and a 60-inch (5 feet) wide access aisle? ADA Stds 4.1.2(5), A4.6]	YES NO N/A
A4.	For van-accessible spaces, is there vertical clearance of at least 98 inches (8 feet -2 inches) for the vehicle route to the parking space, the parking space, the access aisle and along the vehicle route to the exit? [ADA Stds 4.6.5]	YES NO N/A
A5.	Are all accessible parking spaces, including the access aisle, relatively level (1 inch of rise for every 50 inches of length or 2%) in all directions? [ADA Stds 4.6.3]	YES NO N/A
A6.	Does each accessible parking space have a sign with the symbol of accessibility that is visible when a vehicle is parked in the space? [ADA Stds 4.6.4]	YES NO N/A

A7.	If there is a curb between the access aisle and the accessible route to the building, is there a curb ramp? [ADA Stds 4.7]	YES NO N/A
A7a.	If you answered "yes" to A7 above, is the ramp surface at least 36" wide, excluding flared sides? [ADA Stds 4.7.3]	YES NO N/A
A7b.	If you answered "yes" to A7 above, is the slope (up or down the ramp) no more than one inch of vertical height for each 12 inches of length? [ADA Stds 4.7.2]	YES NO N/A
A8.	Are the accessible parking spaces serving the voting area on the shortest accessible route to the accessible entrance? [ADA Stds 4.6.2]	YES NO N/A
A9.	Does each access aisle connect to an accessible route from the parking area to the accessible building entrance? [ADA Stds 4.6.2]	YES NO N/A

SECTION B: PASSENGER DROP-OFF AREAS CHECKLIST

ADA STANDARD		COMPLIES?
B1.	Is a relatively level (1 inch of vertical height for every 50 inches of length) access aisle provided adjacent and parallel to the side of the vehicle pull-up area? [ADA Stds 4.6.6]	YES NO N/A
B2.	Is the vehicle space relatively level (2% maximum slope in all directions)?	YES NO N/A
B3.	Is the area for the access aisle at least 5-feet wide and 20-feet long? [ADA Stds 4.6.6] <i>Note: Unlike an accessible parking space, the surface for the access aisle does not have to be marked or striped.</i>	YES NO N/A
B4.	Is the vertical height for the vehicle route to the loading zone, the drop off area, and the exit at least 114 inches (9 feet 6 inches) in height? [ADA Stds 4.6.5]	YES NO N/A
B5.	Is a curb ramp provided between the vehicle pull up area and the access aisle or the access aisle and the accessible route to the accessible entrance? [ADA Stds 4.6.6]	YES NO N/A
B6.	If a curb ramp is provided, is the slope of the ramp surface (not counting the side flares) no more than one inch of vertical height for each 12 inches of length? [ADA Stds 4.7.2]	YES NO N/A

B7.	Is the width of the curb ramp surface at least 36 inches? [ADA Stds 4.7.3]	YES NO N/A
B8.	Does an accessible route connect the curb ramp to the accessible entrance? [ADA Stds 4.1.2(1)]	YES NO N/A

SECTION C: SIDEWALKS AND WALKWAYS CHECKLIST

ADA STANDARD		COMPLIES?
C1.	Is an accessible route provided from accessible parking spaces to the accessible entrance of the building? [ADA Stds 4.1.2(1), 4.3] <i>Note: If the accessible route crosses a vehicular route, a marked crosswalk should be used.</i>	YES NO N/A
C2.	Is an accessible route provided from public sidewalks and public transportation stops on the polling site (if provided) to the accessible entrance of the building? [ADA Stds 4.1.2(1)]	YES NO N/A
C3.	Is the accessible route at least 36 inches wide?	YES NO N/A
C4.	Is the accessible route free of steps and abrupt level changes over 1/2 inch? <i>Note: Level changes between 1/4 inch and 1/2 inch should be beveled.</i>	YES NO N/A
C5.	Where an accessible route crosses a curb is a curb ramp provided?	YES NO N/A
C5a.	If you answered "yes" to C5 above, is the ramp surface at least 36 inches wide, excluding flared sides? [ADA Stds 4.7.3]	YES NO N/A
C5b.	If you answered "yes" to C5 above, is the slope (up or down the ramp) no more than is one inch of vertical height for 12 inches of length? [ADA Stds 4.7.2]	YES NO N/A
C6.	If the slope of part of the accessible route is greater than one inch of vertical height for 20 inches of length, does this part meet the following requirements for an accessible ramp:	
C6a.	Is the ramp slope no greater than 1 inch of vertical height for every 12 inches of length? [ADA Stds 4.8.2] <i>Note: For existing ramps, the slope may be (1 inch of vertical height for every 10 inches of length for a 6 inch rise and 1 inch of vertical height for every 8 inches of length for a 3 inch rise in special circumstances (see ADA Stds 4.1.6(3)).</i>	YES NO N/A

C6b.	Is the ramp width, measured between handrails, at least 36 inches? [ADA Stds 4.8.3]	YES NO N/A
C6c.	Does the ramp have a level landing at the top and bottom of each ramp section that is at least 60 inches long? [ADA Stds 4.8.4] <i>Note: The level landing may be part of the sidewalk or walking surface.</i>	YES NO N/A
C6d.	If a ramp is more than 30 feet long, is a level landing at least 60 inches long provided for every 30 feet of horizontal length? [ADA Stds 4.8.4] <i>Note: When the running slope is less than one inch of vertical height for every 12 inches of length and more than one inch of vertical height for every 20 inches of length, each ramp segment may be up to 40 feet long followed by a level landing.</i>	YES NO N/A
C6e.	Is a level landing, at least 60 inches by 60 inches, provided where a ramp changes direction? [ADA Stds 4.8.4]	YES NO N/A
C6f.	Are the handrails mounted between 34 and 38 inches above the ramp surface? [ADA Stds 4.8.5]	YES NO N/A
C6g.	If the ramp or landing has a vertical drop-off on either side of the ramp, is edge protection provided? [ADA Stds 4.8.7]	YES NO N/A

SECTION D: BUILDING ENTRANCE CHECKLIST

ADA STANDARD		COMPLIES?
D1.	Is there at least one accessible entrance connected to an accessible route? [ADA Stds 4.1.3(1)] <i>Notes: If this entrance is not the main entrance, it needs to be kept unlocked during voting hours. If there are inaccessible entrances serving the polling place, signs will be needed at inaccessible entrance(s) to direct voters to the nearest accessible entrance.</i>	YES NO N/A
D2.	Does at least one door or one side of a double leaf door at the accessible entrance provide at least 32 inches of clear passage width when the door is open 90 degrees?	YES NO N/A
D3.	Is the door hardware (e.g., lever, pull, panic bar) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Stds 4.13.9]	YES NO N/A
D4.	On the pull side of the door, is there at least 18 inches clearance provided to the side of the latch if the door is not automatic or power-operated? [ADA Stds 4.13.6] <i>Note: The maximum threshold height is 1/2 inch for new construction.</i>	YES NO N/A

D5.	If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Stds 4.1.6(3)(d)(ii), 4.13.8]	YES NO N/A
D6.	If an entry has a vestibule, is there a 30-inch by 48-inch clear floor space inside the vestibule where a wheelchair or scooter user can be outside the swing of a hinged door? [ADA Stds 4.13.7]	YES NO N/A

SECTION E: HALLS AND CORRIDORS CHECKLIST

ADA STANDARD		COMPLIES?
E1.	Is there an accessible route, at least 36 inches wide that connects the accessible entrance to the voting area (the accessible route may narrow to 32 inches wide for up to 2 feet of length)?	YES NO N/A
E2.	Is the accessible route free of steps and abrupt level changes over 1/2 inch (level changes between 1/4 inch and 1/2 inch should be beveled)? [ADA Stds 4.1.3(1), 4.3.8]	YES NO N/A
E3.	Does the route from the accessible entrance to the voting area change levels using a ramp, lift or elevator? <i>If N/A, go to question E-7.</i>	YES NO N/A
	E3a. If you answered "yes" to E3 above, is a ramp or sloped hallway provided? If yes, go to question E-4. <i>Note: A ramp, lift, or elevator can be used to provide access to floor levels.</i>	YES NO N/A
	E3b. If you answered "yes" to E3 above, is an elevator provided or lift provided? If an elevator is provided, go to question E-5. If a lift is provided, go to question E-6.	YES NO N/A
E4.	Where the slope of the accessible route is greater than 1 inch of vertical height for every 20 inches of length, does this part of the accessible route meet the following requirements for an accessible ramp:	
E4a.	Is the slope no greater than 1 inch of vertical height for every 12 inches of length? [ADA Stds 4.8.2] <i>Note: For existing ramps, the slope may be 1 inch of vertical height for every 10 inches of length for a 6 inch rise and 1 inch of vertical height for every 8 inches of length for a 3 inch rise in special circumstances, see ADA Standards 4.1.6(3).</i>	YES NO N/A
E4b.	Is the ramp width, measured between handrails, at least 36 inches? [ADA Stds 4.8.3]	YES NO N/A

E4c.	Are the handrails mounted between 34 and 38 inches above the ramp surface? [ADA Stds 4.8.5]	YES NO N/A
E4d.	<p>If a ramp is more than 30 feet long, is a level landing at least 60 inches long provided every 30 feet of horizontal length? [ADA Stds 4.8.4]</p> <p><i>Note: When the running slope is less than one inch of vertical height for every 12 inches of length and more than one inch of vertical height for every 20 inches of length, each ramp segment may be up to 40 feet long followed by a level landing.</i></p>	YES NO N/A
E4e.	<p>Does the ramp have a level landing at the top and bottom of each ramp section that is at least 60 inches long? [ADA Stds 4.8.4]</p> <p><i>Note: The level landing may be part of the sidewalk or walking surface.</i></p>	YES NO N/A
E4f.	Is a level landing, at least 60 inches by 60 inches, provided where a ramp changes direction? [ADA Stds 4.8.4]	YES NO N/A
E4g.	If the ramp or landing has a vertical drop-off on either side of the ramp, is edge protection provided? [ADA Stds 4.8.7]	YES NO N/A
E5.	Is an elevator provided to access the voting area level?	YES NO N/A
E5a.	Are the elevator call buttons mounted in an accessible location with the centerlines at 42 inches above the floor? [ADA Stds 4.10.3]	YES NO N/A
E5b.	Does the floor area of the elevator car provide space for wheelchair users to enter, reach the controls, and exit the car? [ADA Stds 4.10.9]	YES NO N/A
E5c.	Are the highest floor control buttons in the elevator cab mounted no more than 54 inches above the floor for a side reach or 48 inches for forward reach?	YES NO N/A
E5d.	Are raised letters and Braille characters used to identify each floor button and each control? [ADA Stds 4.10.12]	YES NO N/A
E5e.	Are signs mounted on both sides of the elevator hoistway door opening that designate the floor with 2-inch minimum-height raised letters and Braille characters centered at 60 inches above the floor? [ADA Stds 4.10.5]	YES NO N/A

E5f.	Is the elevator equipped with audible tones or bells or verbal annunciators that announce each floor as it is passed? [ADA Std 4.10.13]	YES NO N/A
E6.	If a wheelchair lift is provided, does it meet the following requirements:	
E6a.	Is the lift operational at the time of the survey?	YES NO N/A
E6b.	Is the change in level from the floor to the lift surface ramped or beveled?	YES NO N/A
E6c.	Is there at least a 30-inch by 48-inch clear floor space on the wheelchair lift?	YES NO N/A
E6d.	Does the lift allow a wheelchair user unassisted entry, operation, and exit?	YES NO N/A
E6e.	Are the controls and operating mechanisms mounted no more than 54 inches above the floor for a side reach or 48 inches for a forward reach?	YES NO N/A
E6f.	Are the controls and operating mechanisms usable with one hand without tight grasping, pinching, or twisting?	YES NO N/A
E7.	At each location on the way to the voting area where the accessible route passes through a door or doors, does <u>at least one door</u> meet all of the following requirements (E7a through E7d)?	YES NO N/A
E7a.	The clear width for the door opening is at least 32 inches measured when the door is open 90 degrees. [ADA Std 4.1.3(7), 4.13.5]	
E7b.	The door hardware (e.g., lever, pull, push, panic bar) is usable with one hand, without tight grasping, pinching, or twisting of the wrist, to allow people who may not be able to easily use one or both hands to fully operate the hardware. [ADA Std 4.13.9]	
E7c.	There is clear maneuvering floor space in front of each accessible door. In addition, on the pull side, there is at least 18 inches clear floor space beyond the latch side of the door. [ADA Std 4.13.6]	
E7d.	No more than 5 pounds of force is needed to push or pull open the accessible door. <i>Note: Fire doors are still considered to be accessible if they have the minimum opening force allowable by the appropriate administrative authority.</i>	

SECTION F: VOTING AREA CHECKLIST

ADA STANDARD		COMPLIES?
F1.	Is there an accessible entrance to the voting area?	YES NO N/A
F2.	Within the voting area, is adequate space available on the accessible level for check-in tables, a voting demonstration area (if provided), and at least one accessible voting station?	YES NO N/A
F3.	Is the voting area free of objects that protrude from the side more than 4 inches into the route with the bottom of the object more than 27 inches above the floor? [ADA Stds. 4.4] <i>Note: These objects may be wall mounted or free standing. Items to check include wall-mounted fire extinguishers, light fixtures, coat hooks, shelves, and display cases.</i>	YES NO N/A
F4.	Is the voting area free of overhead objects that voters may pass under with the bottom edge lower than 80 inches above the floor?	YES NO N/A

End of Checklist

Clerk's Signature

Date